



Special Event Permit Application

To apply for a Special Event Permit, complete this application. Submit this application form, in both a hard copy and on disk or email along with an Event site plan and a **\$50.00 Application Fee** payable to the *City of Lynchburg*, c/o the Parks and Recreation Business Manager. **This Application must be received at least sixty (60) days prior to your event to be considered for approval.**

Event Name								
Event Start Date			Event End Date					
Annual Event		1st Time Event		Longevity of Event		Alcohol Served		
Event Category (check all that apply)	Community Festival		Concert		Circus		Bike Race/Tour	
	Run / Walk		Parade		Athletic Event		Carnival / Fair	
	Other (specify)							
Event Organizer						Corporate ID#		
Street Address						Non-Profit Corp.		
City		State		Zip				
Primary Contact				Email Address				
Phone		Fax Phone				Cellular / Page #		
Additional Event Partner								
Primary Contact								
Phone				Cellular / Page #'s				
Additional Event Partner								
Primary Contact								
Phone				Cellular / Page #'s				
Event Sponsors								
Description of Event (Provide thorough details of event activities, programs and schedule)								
Event Venue / Site(s) (Explain what sites will used and the activities at each)								
Admission / Entry Fee		In Advance:		Day of:				
Overall Attendance Estimate				Largest One-time Attendance Estimate				

Event Start Date	0-Jan-00	Time Open to Public		Time Closed to Public	
		Actual Event Start Time		Actual Event End Time	
		Music / Sound Start Time (inc. sound checks)		Music / Sound End Time	
		Alcohol Service Start Time		Alcohol Service End Time	
2nd Event Date		Time Open to Public		Time Closed to Public	
		Actual Event Start Time		Actual Event End Time	
		Music / Sound Start Time (inc. sound checks)		Music / Sound End Time	
		Alcohol Service Start Time		Alcohol Service End Time	
3rd Event Date		Time Open to Public		Time Closed to Public	
		Actual Event Start Time		Actual Event End Time	
		Music / Sound Start Time (inc. sound checks)		Music / Sound End Time	
		Alcohol Service Start Time		Alcohol Service End Time	
4th Event Date		Time Open to Public		Time Closed to Public	
		Actual Event Start Time		Actual Event End Time	
		Music / Sound Start Time (inc. sound checks)		Music / Sound End Time	
		Alcohol Service Start Time		Alcohol Service End Time	
5th Event Date		Time Open to Public		Time Closed to Public	
		Actual Event Start Time		Actual Event End Time	
		Music / Sound Start Time (inc. sound checks)		Music / Sound End Time	
		Alcohol Service Start Time		Alcohol Service End Time	

Event Merchants & Vendors Information					
If the Event will be held at the Community Market, include only information about event Merchants & Vendors that are not businesses operating at the Community Market. Note: All <u>permanent</u> Market vendors retain the right to remain open for business during events at the Market.					
Food Served/Sold at Event		# of Vendors		# of Non-Profit Vendors	
				# of For-Profit Vendors	
		# of Food Vendors Needing Electricity		# of Food Vendors Needing Water	
Cooking Method -	Charcoal	Gas/Propane	Electric	Other	
(check all that apply)					
Merchandise Sold at Event		# of Vendors		# of Non-Profit Vendors	
		# of Merch. Vendors Needing Electricity		# of Merch. Vendors Needing Water	
Other Items / Services Sold		Describe Items/Services			
		# of Vendors		# of Non-Profit Vendors	
				# of For-Profit Vendors	
		# of Vendors Needing Electricity		# of Vendors Needing Water	

Event Venue Set-up & Break-down Information		
Event Venue Set-up Date(s)		Set-up Start Time
Venue Break-down Date(s)		Break-down Start Time
		Set-up Finish Time
		Break-down Finish Time
Additional Venue(s) or Site(s) required for Event Set-up or Staging of		
Requested Street(s) To Be Closed		
Proposed Date(s) & Times of Street Closures		

Will you be supplying any of the following items or elements at your Event?

(Check & complete all that apply)

Dumpsters	<input type="text"/>	Quantity	<input type="text"/>	Stage, bleachers or other structures	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
Portable Toilets	<input type="text"/>	Quantity	<input type="text"/>	Event web site or hot-line phone	<input type="text"/>	URL or Phone #	<input type="text"/>		
Trash cans	<input type="text"/>	Quantity	<input type="text"/>	Fireworks, fires or pyrotechnics	<input type="text"/>	Describe	<input type="text"/>		
Recycling Containers	<input type="text"/>	Quantity	<input type="text"/>	Name of Fireworks Contractor	<input type="text"/>		Phone #	<input type="text"/>	
Banners or signs	<input type="text"/>	Quantity	<input type="text"/>	Booths, exhibits or displays	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
Fencing, barricades	<input type="text"/>	Type	<input type="text"/>	Tents or canopies	<input type="text"/>	Quantity	<input type="text"/>	Size - Sq. Ft.	<input type="text"/>
Special Lighting	<input type="text"/>	Describe	<input type="text"/>	Vehicles / trailers	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
Shuttle Services	<input type="text"/>	Describe	<input type="text"/>	Animals	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
Site Decorations	<input type="text"/>	Describe	<input type="text"/>	VIP Area	<input type="text"/>	Describe	<input type="text"/>		
Catered Food	<input type="text"/>	Describe	<input type="text"/>	Amplified	<input type="text"/>	Describe	<input type="text"/>		
Live Entertainment	<input type="text"/>	Describe	<input type="text"/>	Music/Sound	<input type="text"/>	Describe	<input type="text"/>		
				Rides, inflatables	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
				other amusement	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>
				items	<input type="text"/>	Quantity	<input type="text"/>	Describe	<input type="text"/>

Are you requesting that the City of Lynchburg provide any of the following items or elements for your event?

(Check and complete all that apply)

Electrical Service	<input type="text"/>	Describe	<input type="text"/>		
Water Service	<input type="text"/>	Describe	<input type="text"/>		
First Aid Service	<input type="text"/>	Describe	<input type="text"/>		
Crowd-control Barricades	<input type="text"/>	Describe	<input type="text"/>		
Unique Grounds Preparation Needs	<input type="text"/>	Describe	<input type="text"/>		
Removal of Jefferson St. stage railing	<input type="text"/>	Describe	<input type="text"/>		
VIP Steps to Jefferson St. small stage	<input type="text"/>				
Event-day staff	<input type="text"/>	Quantity	<input type="text"/>	Duties	<input type="text"/>
		Hours	<input type="text"/>		
Other City Services	<input type="text"/>	Describe	<input type="text"/>		

Describe your anticipated needs for crowd control, Police, Event security, First Aid Services and Disabled Parking.

Outline in detail the duties your Event-staff will perform during the Event, include such items as staffing entry and exits points, beer/wine garden area(s), stage area(s), clean up of debris and litter during and post-event, supervision of parking areas, etc.. How many Event staff members will you have on site during the Event, and how are will you obtain these event staff?

Describe your plans for notifying residents and businesses whose traffic patterns and operations are affected by your Special Event.

Outline your plans for marketing and promoting your Special Event, include information on all media and other sources of promotion.

Liability Insurance Information

A Certificate of Insurance for this Event must be presented to the City of Lynchburg (c/o Parks and Recreation Business Manager) no later than 15 calendar days prior to the Start Date of the Event. If the information requested below is not available when this Application is submitted, it can be added later, but not later than the 15 day deadline previously noted.

The certificate holders must read as follows:

The City of Lynchburg
301 Grove Street
Lynchburg, VA 24501

Under the description part of the insurance it must read:

The City of Lynchburg, its officers, officials and employees are named as additional insured.

The policy coverage must be for at least \$1 Million.

If you have additional questions you may contact Tammy Forest (434)455-5871 or Carleen Dixon (434)455-5889.

Insurance Agency				Agent's Name			
Business Phone		Policy #		Policy \$ Limits			
Address				City		State	Zip

Indemnity Agreement: 0

In consideration for the City of Lynchburg granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, its employees, officers and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be removed from the City, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control.

The City, its employees, officers and agents shall not have to give the undersigned any specific types of notice of such claims.

Witness the following signature (Event Organizer signature):

0

0

(Signature)

Witnessed by:

Affidavit of Applicant: 0

I certify that the information contained in this Special Event Permit Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by the all regulations, provisions and rules governing Special Events as set forth by the City of Lynchburg. That I understand that this Application is made subject to the rules and regulations established by the Lynchburg City Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Lynchburg.

Applicant

0

Title (Print of type)

Signature of Applicant (Event Organizer)

Date of Application

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of this Special Event Permit Application must be provided to the City before an Application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to Tammy Forest, Special Events Coordinator, City of Lynchburg Parks and Recreation Department.

Lynchburg Parks and Recreation Department

301 Grove Street Lynchburg VA 24501

Phone: (434) 455-5871

Fax: 434 528-2794

Email: tammy.forest@lynchburgva.gov